

PREPARING FOR AN INTERVIEW...

PRESENTED BY: CG Liversage
DATE: 11 March 2021



DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

Interviews:

- ✓ What are you signing up for? Pam
- ✓ Preparation
 - ✓ Do your homework
 - ✓ Applicable legislation
- ✓ The interview
 - ✓ KPA's
 - ✓ Appearance/ Body language
- ✓ Possible Questions
- ✓ Closing remarks



PAM
[PamPL4.pdf](#)

Preparation:

- ✓ The target school
 - ✓ Type, size, LOLT, urban/rural, quintile/socio-economic standing, feeder schools, hostel, feeding scheme, learner transport etc
 - ✓ Schools Vision, mission, website, values subjects, performance, co/extracurricular, sgb, staff, policies etc



Preparation:

- ✓ Applicable legislation and documents
 - ✓ SASA
 - ✓ National education policy act
 - ✓ Disaster management act
 - ✓ Pam
 - ✓ Employment of educator act
 - ✓ Signposts for safe schools
 - ✓ Employment equity act
 - ✓ IQMS/ QMS/ PDMS
 - ✓ Curriculum statements
 - ✓ SBST, QLTC, SSE and Sip



Interview:

- ✓ Management/ leadership
- ✓ Knowledge of the post
- ✓ Applicable legislation
- ✓ Extra/ co-curricular
- ✓ Work performance/ potential
- ✓ Knowledge of curriculum matters
- ✓ IQMS performance standards
- ✓ SGB/ Management
- ✓ etc



Interview:

- ✓ Dresscode
- ✓ Body language
- ✓ Presentation



Interview:

- ✓ Possible questions
 - ✓ Leadership type, traits and flaws
 - ✓ Conflict resolution
 - ✓ Post applicable questions
 - ✓ IQMS
 - ✓ Budget
 - ✓ Discipline
 - ✓ Timetabling/ work distribution
- ✓ Policies
 - ✓ Code of conduct, admission, finance, language, Marketing etc



Question

Explain the difference between professional management and Governance?

What is the principals role in the SGB?

What is expected from the principal in managing the staff?

What is expected from the principal in terms of interaction with stakeholders?

Explain the processes with regard to APIP?

Question

A pressure group is trying to open an Afrikaans class at school. The school is full and its language of teaching is English. How do you deal with it?

A pressure group is trying to start karate at school. Karate is not part of the school's extra curricular activities. How do you deal with it?

A pressure group is trying to get geography as subject at school. Geography is not part of the schools curriculum. How do you deal with it?

Question

As principal, you have a good friend who regularly comes late because of substance abuse. How will you deal with it.

A Deputy at school is blatantly challenging your authority and undermining you. How do you deal with it?

A teacher is allegedly having sexual relationships with learners. How do you deal with it?

A teacher on your staff, married to a member of staff, is having an affair with another staff member. How do you deal with this?

Question

Safety and security at School A is a challenge. As principal, what remedies will you suggest to address this?

The school has technical workshops. What are the requirements for safety in workshops?

Substance abuse at school is a huge concern. How will you deal with a learner with substance addiction/ learner who sells illegal substances?

A learner is a huge disciplinary problem. You suspect circumstances at home are the sole reason. How will you deal with it?

Question

What specific management skills will you bring to School A and how will it benefit us?

How will you remedy the schools underperformance?

How will you address a specific departments underperformance?

What remedies can the principal take if the sgb is not acting in line with there role/ legislation?

Question

Explain to us the different steps in drawing up a budget and how you will manage the implementation of the budget as accounting officer?

Explain to us the different steps in drawing up a timetable and doing a fair work distribution?

How will you manage a school hostel to contribute positively to school performance and learning culture?

Question

You applied for the position as principal at School A. Tell us more about the school?

Why should we appoint you?

School A is a multi-cultural school. What is the most important principals in managing a multi cultural school effectively?

A learner comes to school with dreadlocks. It is against the school's code of conduct. He claims he is now Rastafarian. How do you deal with it as principal?

The school plans an event in the school hall to thank sponsors. No learners will be present. They want to serve alcohol. How will you manage this?

Question

Discuss the process for the placement of learners at School A? (Elsen school's)

How will you raise funds in covid times when no spectators are allowed at sports events. This used to be the schools biggest fund raising event?

The department puts pressure on you as principal to admit learners. The school is full. How do you deal with it?

Question

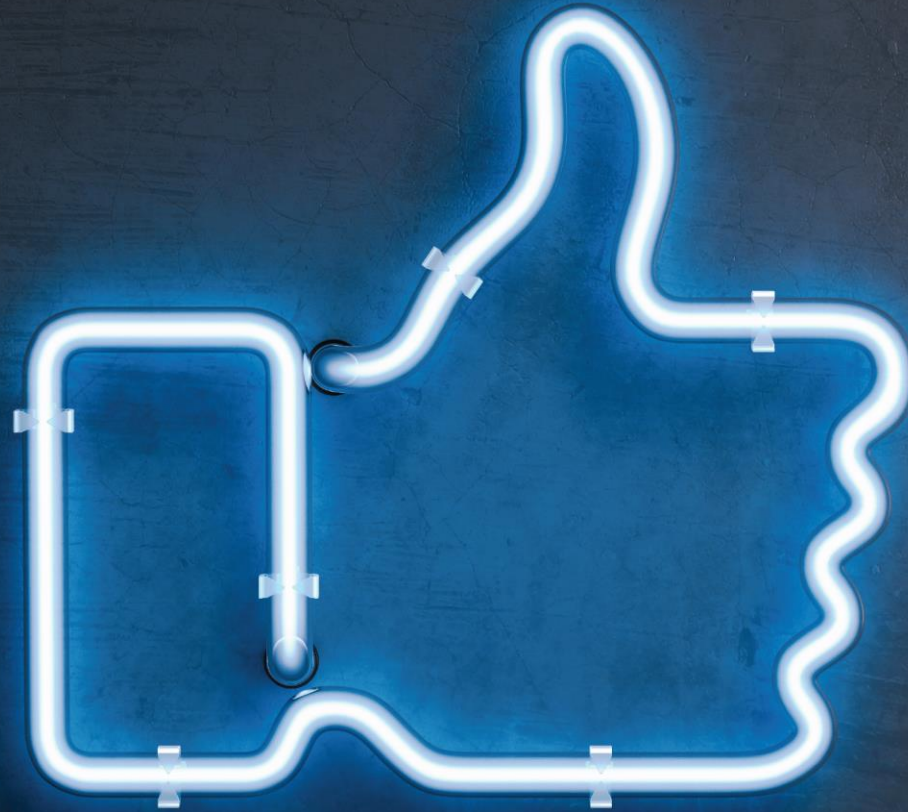
List the offences that can lead to dismissal under section 17 of the Employment of educators act

An educator allegedly sells exam papers to children, how do you deal with it?

An educator consistently comes late wearing dark glasses and with long sleeves to hide bruises on her body. How do you deal with it?

An educator consistently makes himself guilty of poor work performance. What remedies are available for you as principal to deal with this?

SAOU



012 033 1333



saou@saou.co.za



076 127 1921



SAOU National



saouteachers



SAOU YouTube

